

COMPLEX OPERATIONS
Tuesday, May 5, 2009 at 12:00 P.M.
REPORT

PRESENT: Deputy Mayor Heather Botelho
Councillor Louise Lawrie
Albert Meijering, Chief Administrative Officer
Rebecca Allen, Executive Assistant

1. CALL TO ORDER

Deputy Mayor Botelho called the meeting to order at 12:02 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as presented with the addition of (5.3) Street Lights, (5.4) Soccer Field, (5.5) Summer Staff, (5.6) Security Kiosk, (5.7) Capital Projects over \$100,000, (6.3) Complex Revitalization, (6.4) Indoor Playground Walkthrough, (6.5) Gym Kitchen.

3. APPROVAL OF REPORTS

3.1 April 1, 2009

The minutes of the Complex Operations Committee meeting of April 1, 2009 were reviewed and the action items reviewed for updates.

4. DEPARTMENTAL REPORTS, CORRESPONDENCE AND/OR PRESENTATIONS

4.1 Recreation Report

In the absence of a Coordinator of Recreation, Executive Assistant, Rebecca Allen presented a written report. The following items were noted:

- The ice plant was turned off after the Can Skate ice show on April 16th. The Public Works Department can in with the bobcat and removed the ice once it was soft enough to do so. This process was very quick and without problems. The arena is currently closed for programming as the contractors are using it to store their materials.
- The Swimming Pool continues to be the facility which is used most often. In looking at the schedule, it has been determined that there is far too much programming. Both the public and adult swim times need to be downsized. With too many opportunities to go either public or adult swimming, there has been a decrease in the number of swimmers, sometimes even zero attendance. There still continues to be an issue with the cleanliness in the pool due to renovations taking place. The cleaners have been made aware and will be keeping a closer eye on the area and will make sure the deck is hosed down ever night.
- Everything is going well in the gymnasium with badminton still seeing the most attendance. Archery is now over for the season so an open gym slot has been added to the schedule to give the youth something to do on Wednesday nights.
- The Youth Drop In Program is going very well. We have added an Xbox

360 with Rock Band to our equipment list. This has enticed a lot more kids to come to the program. The only issue with this program to date is lack of space. It is the intent to have a lounging area incorporated into the program, however, an area that can be secured needs to be located.

- The kinder gym program is going extremely well with an average of 25 to 30 kids attending. The Parent Child Coalition has approved approximately \$5000.00 more in funding and the new equipment has been ordered and should be arriving shortly.
- The previous Coordinator of Recreation was in discussions with the Parent Child Coalition to have soccer offered as a program for the youth of the community. The funding has been approved to order new equipment.
- The previous Coordinator of Recreation was in discussion with the community to offer T-Ball. A request has been sent out to the community to come forward and volunteer to coach this program.
- A Leisure Mart will be taking place on May 30th. The Churchill Children's Centre will be hosting a penny sale, a bake sale and a hot dog sale during this event.
- Canada Day is fast approaching and a meeting has been called for Thursday, May 28th to form a committee to plan for the day's events.
- June 6th is National Kids day. A plan is being developed for a full day of activities for parents and their children.

i) Issue Sheet - 2009 Summer Program

The Executive Assistant brought forth a schedule and plan for the upcoming 2009 Summer Program. The program will start Monday, July 6, 2009 and end Friday, August 28, 2009. It will run from 9am to 5pm daily for a total of eight weeks. Each week will have a theme attached to it. Each theme will include games, arts and crafts, and a party at the end of each week. The schedule is only tentative as the intent is to incorporate field trips and partner with external agencies to do so. This year each child will pay a registration fee of \$25.00 per week. Her recommendation is to hire an adult to be the Coordinator of the Program. The current wage is set at \$10.61 per hour. She suggested that the wage be increased to \$12.20 plus remote area allowance in order to make it worth while for an adult to apply. With an adult overseeing the program, the Executive Assistant feels the program would run a lot smoother than it has in previous years. The level of responsibility would then shift from the students to the adult and therefore make it more inviting for students to apply.

RECOMMENDED TO COUNCIL FOR APPROVAL

ii) National Kids Day (Information Only)

The Executive Assistant stated that June 6, 2009 is National Kids Day. She stated that the intent is to have a full day of activities for parents and their children ending with a potluck dinner. The day would start out with a Scavenger Hunt, then a Musical Jamboree, a Healthy Snack, a Physical Activity, and would end with a Potluck dinner. This event would fall under Special Programming within the Recreation Budget and should not exceed \$300.00. Should everything go well, it is the intent to make this an annual event.

4.2 Complex Report

In the absence of a Complex Manager, the CAO presented a verbal report. The following points were noted:

- The upper and lower level of the complex was closed on April 30th so the contractors could remove asbestos that was located during washroom renovations.
- The CAO stated that he spoke to Government Services about including the bowling alley washrooms into the renovations. The current projects in the town centre are way over budget and Government Services stated that the town will need to look elsewhere for the funding.
- The pool change rooms are going to be equal in size. This will be done in July.
- There was an issue with sand still coming up through the filters. The engineers think that they have fixed the problem.

There was discussion on the complex main entrance steps. The committee feels that they need to be examined. There was also discussion on snow clearing. The back door area needs to be kept clear. There was also discussion on the theatre. The stage needs to be refinished and a thorough cleaning needs to be done. There was also discussion on a project manager being hired to oversee the renovations in the town centre. There was also discussion on contractors hiring local people to assist in the renovations. This needs to be stipulated in future tenders. There was also discussion on engineer trainees for the town centre. The two that were hired have since quit, but there are two new candidates to consider.

ACTION: Administration to contact Government Services about hiring a project manager for the town centre renovations.

ACTION: Administration to arrange to have the theatre stage refinished.

ACTION: Administration to contact Polar Cinema regarding their responsibility in keeping the town theatre clean.

5. NEW BUSINESS

5.1 Churchill Decorating – Quotation to paint the Arena Ceiling

A quotation was received from Churchill Decorating to paint the arena ceiling. The Executive Assistant stated that paint chips have been falling on the ice for some time now and it needs to be done as soon as possible as it is a safety concern. The committee is in agreement and directed administration to look into possible sources of funding for this project.

ACTION: Administration to research possible sources of funding to paint the arena ceiling.

5.2 Churchill Decorating – Quotation to paint the Town Centre Theatre

A quotation was received from Churchill Decorating to paint the town centre theatre. The committee was in agreement that this needs to be done and directed administration to look into possible sources of funding for this project.

ACTION: Administration to research possible sources of funding to paint the town centre theatre.

5.3 Street Lights

Councilor Lawrie stated that there is concern about the street lights in the community. It was decided that this should be directed to the Community Infrastructure Committee Meeting.

DEFERRED TO COMMUNITY INFRASTRUCTURE

5.4 Soccer Field

Councilor Lawrie stated that the outdoor soccer field needs to be redone. She has requested administration to research the costs and ability to have this done.

ACTION: Administration to research the costs and ability to have the outdoor soccer field redone and bring forth to the next Complex Operations Meeting in June 2009.

5.5 Summer Staff

This was discussed in the Recreation Department Report.

5.6 Security Kiosk

The CAO stated that in order to move forward with the Security Kiosk, a place to put it needs to be located. One area which would be central would be where the wishing well currently sits. Deputy Mayor Botelho stated that the area up by the theatre should be considered as well.

ACTION: Complex Operations Committee, along with administration, to do a tour of the town centre to find an appropriate location for the Security Kiosk.

5.7 Capital Projects over \$100,000

The CAO stated that the deadline for applications for capital projects over \$100,000 is the end of July. He has requested that the committee think of any upgrades that need to be done that would fall under the requirements of this funding.

ACTION: Complex Operations Committee to think of capital projects over \$100,000 for the Town Centre and bring them forth to the June 2009 committee meeting for discussion.

6. OLD BUSINESS

6.1 Time Clock

The CAO stated that the Time Clock that was ordered for the Town Centre Staff has arrived and will be installed this coming weekend. He stated that the security strips are up and he will be setting up the computer program in order to get them activated.

6.2 Policies

The CAO stated that administration does have drafts of changes for the policies pertinent to this committee. Copies of the drafts can be emailed to the committee members for review.

ACTION: Administration to email copies of policy changes relevant to the Town

Centre to the Complex Operations Committee.**6.3 Complex Revitalization**

Deputy Mayor Botelho stated that the public needs to be involved in this project. It was suggested that administration contact Government Services to request their designer come up and work with the committee on visions for the town centre. Once there are some ideas and sketches, a public reception can be hosted by Mayor and Council to keep the community informed.

ACTION: Administration to contact Government Services requesting their designer come to Churchill to assist with plans for the Complex Revitalization Project.

6.4 Indoor Playground Walk through

The committee has requested a walk through of the Indoor Playground. There are concerns that due to the age of the playground that it is no longer up to safety codes. There is no one in the community with the expertise to inspect a playground and the committee requested an inspector be brought in to walk through the playground with them.

ACTION: Administration to research the costs and availability of a playground inspector being brought into the community to assess the indoor playground.

7. IN CAMERA

7.1 The committee moved into an In-Camera Session at 1:15 p.m.

7.2 The committee convened the In-Camera Session at 1:40 p.m.

8. NEXT MEETING

8.1 June 9 2009 at 4:30 p.m.

9. ADJOURNMENT

The meeting adjourned at 1:42 p.m.